U.S. Fish and Wildlife Service
National Wildlife Refuge System
Division of Visitor Services & Communications

FY17 FWS Urban Waters – Urban Refuge Partnership
Catalog of Federal Domestic Assistance (CFDA) Number: 15.654

Notice of Funding Opportunity F17AS00426

I. Description of Funding Opportunity

Background

In 2011, a multi-agency federal partnership was created to support innovative community efforts to provide safe, healthy and accessible outdoor spaces. A strong component of this effort focused on engaging local communities in the revitalization of their waterways. This new Urban Waters Federal Partnership initially focused on improving coordination between federal agencies. As new agencies joined the Partnership, and the response from local communities increased, it became clear that a convenient mechanism was needed to provide funding to support the urban waterway revitalization project ideas that were emerging from within the partner communities.

In 2013, the Urban Waters Federal Partnership approached the National Fish and Wildlife Foundation (NFWF) about managing a small urban waters program to provide seed funding for the community-based projects that were emerging around the country. NFWF believe the urban water goals would fit nicely in the existing Five Star Restoration Program managed by NFWF. The Five Star Restoration Program began in 1999 as a partnership with the Environmental Protection Agency's (EPA) Wetland Office and several corporate partners including Southern Company and Fed Ex. The goal of the program was for applicants to bring together a minimum of five partners to implement urban wetland restoration projects.

With funding from EPA's Office of Water and U.S. Forest Service (USFS) State and Private Forestry, NFWF launched the new Five Star and Urban Waters Restoration Program**.** The revised program is a national effort that seeks to develop community stewardship of urban natural resources, while building partnerships at the local level. Projects address water quality issues in priority watersheds, such as erosion due to unstable streambanks, pollution from stormwater runoff, and degraded shorelines caused by development. The program requires the establishment and/or enhancement of diverse partnerships and an education/outreach component that will help shape and sustain behavior to achieve conservation goals. The requirement for engagement with at least five partners remained.

Program Overview

Through the Five Star and Urban Waters Restoration Grant Program (known as Five Star Restoration Program from 1999 - 2012), NFWF funded over 700 projects nationwide, including projects in 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. More than $13.3 million in grants has leveraged more than $56 million in other funds or donated services. Projects have engaged over 160,000 community members across the country in conservation efforts; restored and improved a broad range of habitat types in many different

landscapes including coastal areas, forests, urban centers, streams and rivers; and more than 75,000 acres of land have been restored including more than 350 acres of wetland habitat.

In 2015, the Five Star and Urban Waters Restoration Program was expanded to include funding from the U.S. Fish and Wildlife Service (FWS). Additional FWS priorities around urban refuges and migratory birds were added to the program. Total program partners now include FWS, EPA, USFS, Southern Company, Fed Ex, Alcoa Foundation, and Bank of America.

Purpose and Objectives

The purpose of this new award is to provide $200,000 in U.S. Fish and Wildlife Service (FWS) funds to continue support of the Five Star and Urban Waters Restoration Grant Program, managed by NFWF.

This funding will be used by NFWF to support an Urban Refuge focal area in the competitive Five Star and Urban Waters Restoration Program. Funding from FWS will be leveraged by funds already committed by U.S. Forest Service (USFS), U.S. Environmental Protection Agency (EPA), and numerous non-federal corporate partners. Through this program, NFWF will solicit projects from state and local governments, non-profit organizations, Tribes, and academic institutions that engage communities in conservation on easily-accessible lands that the Service does not own. Projects shall involve residents in place-based outdoor experiences that foster connections with fish, wildlife and their habitats and must meet at least one of the eight *Standards of Excellence for Urban Wildlife Refuges and Partnerships*:

1. Know and relate to the community;
2. Connect urban people with nature via stepping stones of engagement;
3. Build partnerships;
4. Be a community asset;
5. Ensure adequate long-term resources;
6. Provide equitable access;
7. Ensure visitors feel safe and welcome; and
8. Model sustainability.

The Five Star and Urban Waters Restoration Grant Program, a unique public-private partnership, invests in urban community-based conservation efforts that result in measurable conservation outcomes, engage the public and provide a better understanding of how fish and wildlife conservation contributes to community well-being. Through the administration of the grant program, NFWF, FWS, FS, EPA, and corporate entities will leverage public and private funding to target resources for priority urban watersheds. All projects selected for FWS Urban Refuge funding will be in proximity of FWS lands or offices or in locations where there are existing FWS urban partnerships.

The objectives of the Five Star and Urban Waters Restoration Grant Program include:

- Partnerships: Projects' proposals should include partner organizations (public and private) with the demonstrated ability or articulated strategy to work with specifically identified urban cultures and communities. Proposals will describe how the partnership with FWS staff can help achieve common goals of connecting people with nature.

- Measurable Benefits: Projects should result in measurable outcomes that document greater participation in fish and wildlife related activities among diverse urban audiences and a better understanding of how fish and wildlife conservation contributes to community well-being.
- Sustainability: Projects should reflect a commitment to neighborhood and community strength, and long term capacity to remain engaged as a Service partner beyond the life of the grant.
- Community Assets: Projects will articulate tangible ways the Service can become an asset to the urban community. Examples of asset building would include, providing technical assistance in fish and wildlife issues, providing pathways for youth employment, supporting urban bird conservation, or community education and recreational enjoyment.

Need

FWS and NFWF both have a desire to work with urban audiences to promote community-based engagement in conservation activities. As populations continue to grow in urban areas, and as communities become less connected to their natural surroundings, increased efforts need to be taken to reengage these communities in local conservation efforts. The Five Star and Urban Waters Restoration Program provides an opportunity for FWS to take advantage of the NFWF grant program infrastructure already developed, the additional federal and non-federal partners committed to the program, and the broad selection of national, regional, and local organizations who regularly submit community-based projects through this program. All projects selected for FWS Urban Refuge funding will be in proximity of FWS lands or offices or in locations where there are existing FWS urban partnerships. Projects will involve residents in place-based outdoor experiences that foster connections with fish, wildlife and their habitats and must meet at least one of the eight *Standards of Excellence for Urban Wildlife Refuges and Partnerships*.

Timeline

Listed below is the planned annual schedule for administering the program over the life of the cooperative agreement. This timeline includes outreach activities, Five Star partner and review meetings.

October 2017 – Begin conducting outreach to potential applicants
November 2017 – RFP and Application published on program websites and Wildlife Habitat Council Symposium
November 2017 – Webinar for applicants
February 2018 – Proposals Due
Mid-Feb to Late-March 2018 – Proposal Review
April 2018 – Initial Review Committee Meeting (NFWF, FWS and other partners); Final Review Committee Meeting/Funding Decisions
May-June 2018 – Final slate approval by all funders; Congressional Notification
Early/Mid-July 2018 – Press releases developed; award letters sent to grantees
Mid-July to August 2018 – Negotiation grant agreements with grantees
August 2018 – NLT September 2020 – Monitor progress, track results of funded projects
December 2020 –End of FWS-NFWF award

Evaluation and Performance Measurement of Environmental Outcomes
In 2007, NFWF, in consultation with the Five Star Partners (U.S. Environmental Protection Agency, National Association of Counties, Southern Company, Pacific Gas and Electric Company, and Wildlife Habitat Council) commissioned Oregon State University to complete an evaluation of the Five Star Restoration Program. This program required a minimum of five or more organizations to implement projects that restore stream banks and wetlands. The evaluation analyzed applications, interim and final reports from 123 projects funded between 1999 and 2005. The partners used this evaluation to refine overall programmatic evaluative metrics and then incorporated them into the NFWF's electronic grants management system. The outcomes evaluated by OSU for Five Star subgrant projects completed between 1999 and 2005, as well as new priorities provided by the Urban Bird and Urban Water partners, serve as the basis for the program.

NFWF staff will continue to work with NFWF's Science and Evaluation staff and agency leads to identify performance measures for the Five Star and Urban Waters Restoration Program. These measures effectively gauge progress toward achieving the Program's goals and objectives. On the project level, these evaluation criteria have been incorporated into the RFP, application and the proposal review process. Program partners adapted application materials from NFWF's existing templates to meet specific program needs and streamline evaluation. NFWF requires applicants to identify activities, project outputs and project outcomes, as well as indicators and baseline values to be used to measure change over time. NFWF staff continually evaluates outcomes to ensure that the most effective measures are utilized.

These project-level measures track directly to the program-wide measures and the baseline mentioned above. These may include, for example, the number of volunteers engaged in the project. Indicators defined in proposals are tracked in the NFWF's electronic grants management system.

Under the conditions of the NFWF's standard grant agreement templates, grantees are required to provide periodic and final programmatic and financial reports at the end of their projects to document their accomplishments and ensure appropriate use of Five Star and Urban Waters Restoration Program funds. This approach allows NFWF staff to monitor the progress of each project (e.g., is the grantee meeting their targets and if not, is corrective action required) while also facilitating efficient and timely payments of grant funds. Programmatic and financial reports are due annually. NFWF requires that all grantees use standard reporting templates and data standards to assist NFWF in in ensuring data compatibility with FWS requirements. NFWF's Compliance Department monitors all federal regulations and agreements to ensure that all regulations are met by NFWF and our subgrantees.

Upon completion of each project, grantees are required to provide a project evaluation report summarizing how they satisfied the specific objectives contained in their grant agreement. Grantees also report on the specific activities and targets in terms of outputs, outcomes and environmental results. NFWF similarly evaluates the success of the projects against their applications. NFWF will summarize and report the accomplishments by grantees and analyze the overall program accomplishments in a final report to FWS for the entire cooperative agreement.

Authorizing statutes for this program include Fish and Wildlife Conservation Act of 1934 (16 U.S.C. 2901-2911); Fish and Wildlife Act of 1956 (16 U.S.C. 742(a)-754); Refuge Recreation Act of 1962 (16 U.S.C. 460k-460k(4)); National Wildlife Refuge System Administration Act of 1966 (16 U.S.C. 668dd); Youth Conservation Corps Act of 1972 (16 U.S.C. 1701-1706); Archaeological Resources Protection Act of 1979 (16 U.S.C. 470aa-47011); The National Wildlife Refuge System Act of 1997 (Public Law 105-57); National Wildlife Refuge System Volunteer and Community Partnership Act of 2004 (Public Law 108-327); Federal Aid for Highways, HR 4348 (23 U.S.C. 201-204 and 206, Public Law 112-141).

II. Award Information

The recipient has been selected.

This award is offered as a cooperative agreement. The U.S. Fish & Wildlife Service (Service) will be substantially involved. Specifically, the Service will be responsible for the following:

- Review and approve the RFP language to ensure that the Services priorities are clearly and accurately represented.
- Review, and/or help coordinate the internal review of, grant applications that meet the criteria related to Urban Wildlife Refuges. Feedback will be provided to NFWF. FWS may meet with NFWF and other Five Star and Urban Waters Restoration Grant Program partners to review and discuss project applications.
- Ensure proposals selected for funding involve residents in place-based outdoor experiences that foster connections with fish, wildlife and their habitats and must meet at least one of the eight *Standards of Excellence for Urban Wildlife Refuges and Partnerships*.
- Approve the final slate of projects.

The anticipated period of performance for this award is 08/01/2017 – 12/31/2020.

Funding for this project is $200,000. Recipients may request funding for a subsequent year/ cycle of a currently funded project. However, these requests are subject to the same submission, review, and approval requirements as all new applications. This program will fund any approved renewal application as new award, not as an amendment to an existing award. Recipients may request approval for budget and project plan revisions of funded projects, including period of performance and reporting due date extensions.

III. Basic Eligibility Requirements

The recipient has been selected.

Eligibility is limited to state and local governments, private, public, nonprofit organizations, institutions and private individuals, which support the mission of the Service.

U.S. non-profit, non-governmental organizations with 501(c)(3) Internal Revenue Status (IRS) must provide a copy of their Section 501(c)(3) status determination letter received from the IRS.

Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information. Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, state, local or Tribal government, academia or other type of organization.

A. DUNS Registration

Request a DUNS number online at http://fedgov.dnb.com/webform. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. Entity Registration in SAM

Register in SAM online at http://www.sam.gov/. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid directly to a United States bank account must enter and maintain valid and current banking information in SAM.

C. Excluded Entities

Applicant entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

D. Cost Sharing or Matching:

Cost sharing or matching is not a required element of this award.

IV. Application Requirements

To be considered for funding under this funding opportunity, an application must contain:

A. A completed, signed and dated Application for Federal Assistance form. Do not include other Federal sources of funding, requested or approved, in the total entered in the "Federal" funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the "Federal" funding box. Include any other Federal sources of funding in the total funding entered in the "Other" box.

B. Project Summary

Briefly summarize the project, in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project. Goal(s), objectives, specific project activities, anticipated outputs and outcomes can also be included in this section.

C. Project Narrative

1. **Statement of Need:** Describe why this project is necessary (significance/value) and include supporting information. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. If you have received funding previously (from the Service or any other entity) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.

2. **Project Goals and Objectives:** State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project's proposed project period).

3. **Project Activities, Methods and Timetable:** List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. For projects being conducted within the United States, the narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. For projects being conducted on the high seas, the narrative should provide enough detail so that reviewers are able to determine project compliance with Section 7 of Endangered Species Act. Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.

4. **Stakeholder Coordination/Involvement:** As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities.

5. **Project Monitoring and Evaluation:** Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, which must be specific and

measurable, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (e.g., methods, sample size, survey tools). Reference the stated project timetable (i.e., process indicators) and budget information (i.e., input indicators). Identify the products/services to be delivered and how/to whom they will be delivered (i.e., output indicators). Detail the expected direct effect(s) of the project on beneficiaries (i.e., outcome indicators). Include any available questionnaires, surveys, curricula, exams/tests or other assessment tools to be used for project evaluation. Describe the resources and organizational structure available for gathering, analyzing and reporting monitoring and evaluation data. If applicable, describe how project participants and beneficiaries will participate in monitoring and evaluation activities. Describe how findings will be fed back into decision making and project activities throughout the project period.

6. **Description of Entities Undertaking the Project**: Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. If eligibility for funding is based in whole or in part on the qualifications of key personnel, provide for each key person a brief (**1-2 pages**) but descriptive overview of their education, experience and other skills that make them qualified to carry out the proposed project. To prevent unnecessary transmission of Personally Identifiable Information, ***do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications.***

7. **Sustainability:** As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded.

8. **Literature Cited**

9. **Map of Project Area:** Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative.

D. Budget Form

Complete the Budget Information for Non-Construction Programs (SF 424A) or Budget Information for Construction Programs (SF 424C) form. Use the SF 424A if your project does not include construction and the SF 424C if the project includes construction or land acquisition. The budget forms are available on the Internet at http://apply07.grants.gov/apply/FormLinks?family=15. When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations Part 200, as applicable to the recipient organization type. Links to the full text of the Federal cost principles are available on the Internet at http://www.ecfr.gov/.

Multiple Federal Funding Sources: If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program *separately* from any other requested/secured Federal sources of funding on the budget form. For example, enter the funds being requested from this Federal program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program's CFDA number in the corresponding fields on the form. The CFDA number for this Federal program appears on the first page of this funding opportunity.

E. Budget Justification

In a separate narrative titled "**Budget Justification**", explain and justify all requested budget items/costs. Detail how the SF 424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal cost principles requires the Service's approval and estimate its cost.

If Federally-funded equipment will be used for the project, provide a list of that equipment, including the Federal funding source.

Required Indirect Cost Statement: All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must include in the budget justification narrative one of the following statements and attach to their application any required documentation identified in the applicable statement:

"We are:

1. A U.S. state or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in

the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimus* indirect cost rate of 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% *de minimus* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period

6. A [insert your organization type] that is submitting this proposal for consideration under the [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies Unit Network"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR 200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.

7. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% *de minimus* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation."

Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

For more information on indirect cost rates, see the Service's **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet at http://www.fws.gov/grants/.

Negotiating an Indirect Cost Rate with the Department of the Interior: Entities that do not have a NICRA must first have an open, active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916-566-7111
Email: ics@ibc.doi.gov
Internet address: https://www.doi.gov/ibc/services/finance/indirect-cost-services

F. Single Audit Reporting Statements: As required in Title 2 of the Code of Federal Regulations Part 200, Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending $750,000 USD or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit a Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (http://harvester.census.gov/sac/) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled "**Single Audit Reporting Statements**".

G. Assurances: Include the appropriate signed and dated Assurances form available online at http://apply07.grants.gov/apply/FormLinks?family=15. Use the **Assurances for Construction Programs (SF 424D)** for construction and land acquisition projects Use the **Assurances for Non-Construction Programs (SF 424B)** for all other projects. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.

H. Certification and Disclosure of Lobbying Activities: Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this proposal AND the Federal share exceeds $100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

I. Conflict of Interest Disclosures: Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

Application Checklist

- ☐ **Evidence of non-profit status**: If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
- ☐ **SF 424, Application for Federal Assistance**: A complete, signed and dated SF 424, SF 424-Mandatory, or SF 424-Individual form.
- ☐ **Project summary**
- ☐ **Project narrative**
- ☐ **Timetable**
- ☐ **Description of key personnel qualifications**
- ☐ **Single Audit Reporting statement**: If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with Single Audit reporting requirements.

- ☐ **SF 424 budget form**: A complete SF 424A or SF 424C Budget Information form.
- ☐ **Budget justification**
- ☐ **Federally-funded equipment list**: If Federally-funded equipment will be used for the project, a list of that equipment.
- ☐ **NICRA**: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement.
- ☐ **SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form.
- ☐ **SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.
- ☐ **Conflict of Interest statement,** when applicable.

Failure to provide complete information may cause delays, postponement, or rejection of the application.

V. Submission Instructions
SUBMISSION DEADLINE: **The recipient has been selected – August 1, 2017.**

Intergovernmental Review: Before submitting an application, U.S. state and local government applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state's designated entity for more information on the process the state requires to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Completed applications may be submitted by email.

To submit an application by e-mail:
Format all of your documents to print on Letter size (8 ½" x 11") paper. Format all pages to display and print page numbers. Scanned documents should be scanned in Letter format, as black and white images only. Where possible, save scanned documents in .pdf format. E-mail your application to the Service program point of contact identified in the Grants.gov funding opportunity.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms MUST be signed by your organization's authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". Remove this text (manually or digitally) before signing the forms.

VI. Application Review

Review and Selection Process:
Applications will be reviewed and evaluated by a team of three reviewers: the project officer, an administrative officer, and a biologist proficient in financial assistance. Applications will be evaluated by the following criteria:

- Cost
- Successful history of advertising for proposals, receiving and evaluating said proposals.

Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors must sign and return to the program office point of contact the "Department of the Interior Conflict of Interest Certification" form. For a copy of this form, contact the Service point of contact identified in the Agency Contacts section below.

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the Service conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year. The Service's risk assessment form is available on the Internet at http://www.fws.gov/forms/3-2462.pdf.

Prior to approving an award with a Federal funding amount that exceeds or is expected to exceed the simplified acquisition threshold, as adjusted (see 2 CFR 200.88), the Service must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) to determine if, at a minimum, the information found in the system for the applicant demonstrates a satisfactory record of Federal award performance and integrity and business ethics (see 2 CFR 200.205(a)(2)). The Service must also report to FAPIIS if an applicant subject to this review is found not qualified for a particular award due to its prior record of integrity or performance under Federal awards (see 2 CFR 200.212).

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

Domestic Recipient Payments: Prior to award, the Service program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for

Payments (ASAP) system or, if eligible, obtain approval from the Department of the Interior to be waived from using ASAP.

Transmittal of Sensitive Data: Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

Award Terms and Conditions: Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are available on the Internet at http://www.fws.gov/grants/. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

Recipient Reporting Requirements:
Financial and Performance Reports: Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

Significant Developments Reports: Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

The Service will specify in the notice of award document the reporting and reporting frequency applicable to the award.

Conflict of Interest Disclosures: Recipients are responsible for notifying the Service Project Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's Subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

Other Mandatory Disclosures: The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

2 CFR Part 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters is applicable to awards with a total Federal share of more than $500,000, except those to individuals and foreign public entities.

VIII. Agency Contacts

For project-specific or technical questions, please contact:

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(703) 358-2432

For administrative questions, please contact:

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